

PARKS AND RECREATION COMMISSION AGENDA



MEDFORD
OREGON

Tuesday, May 24, 2022 – Regular Meeting

5:30 P.M.

Santo Community Center, Room 5

10. Roll Call

20. Approval of Minutes

20.1 April 26, 2022

30. Oral Requests and Communications from the Audience

The Parks and Recreation Commission encourages written comments which may be submitted by regular mail to: Parks and Recreation Commission, 701 N Columbus Ave, Medford OR 97501 or by email to: parks@cityofmedford.org. Comments must be received by 12:00 pm on the date of the meeting to be noted in the record. Please include the date of the meeting with your comments.

40. Commission and Special Reports

- 40.1 Arts Commission
- 40.2 Cemetery Commission
- 40.3 Bee City USA subcommittee

50. New and Continued Business

- 50.1 Fee Reduction Request Form - Rosenthal
- 50.2 Midway Park Master Plan Update - Cox

60. Committee, Sub-Committee and Affiliate Reports

- 60.1 Tree Committee
- 60.2 Prescott Park
- 60.3 Bear Creek Greenway Joint Powers Board
- 60.4 Medford Parks and Recreation Foundation

70. Staff Reports

- 70.1 Rogue Credit Union Community Complex Update
- 70.2 Park System Updates
- 70.3 June 14 study session

80. Commissioner Remarks

90. Adjournment

Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

PARKS AND RECREATION COMMISSION MINUTES



MEDFORD
OREGON

Tuesday, April 26, 2022 – Regular Meeting

5:30 P.M.

Santo Community Center, Room 5

Meeting called to order at 5:34 pm

10. Roll Call

Members present: Julian Cordle, Rich Hansen, Elizabeth Leydsman, Ryan Lundgaard, Phil Oregate, Dan Ratty, Sulayman Rizvi (*arrived as noted), Jaime Stephens. Members absent: Marie Cabler, Christopher Rose. Council Liaison absent: Eric Stark. Staff present: Rich Rosenthal, Jesse Nyberg, Haley Cox. Guests present: Debbie Vincent, Hector Cruz, Brenda Lua, Dan Weaver, Rocio Mendoza, Brian Samhammer (R. V. BMX).

20. Approval of Minutes

20.1 March 22, 2022 – Approved as submitted. *Mr. Rizvi arrived.

30. Oral Requests and Communications from the Audience

Ms. Vincent requested dog drinking fountains be installed at Village Center Park as well as other City parks. She also requested that the side fences on the pickleball court be removed for safety reasons. Mr. Cruz, Ms. Lua, Mr. Weaver, and Ms. Mendoza spoke about a team that has been excluded from R. V. Timbers tournament.

40. Commission and Special Reports

40.1 Arts Commission - Mr. Nyberg advised they're working on RFP for Hawthorne Park pillars and reframing the City art collection.

40.2 Cemetery Commission - Mr. Rosenthal advised they're planning annual Memorial Day event.

40.3 Bee City USA subcommittee - Mr. Rosenthal advised Pollinator garden work scheduled for this Saturday at Santo Community Center. Last weekend work was done at Lithia & Driveway Fields.

50. New and Continued Business

Item taken out of order

50.2 Midway Park Master Plan Revision Discussion – Ms. Cox introduced the topic, explained distributed documents and the public input process, and need for Commission input on how to move forward. Mr. Rosenthal added that the City is working to possibly receive of up to \$3 million in federal funds for this project; should know more in June. Will come back to Commission with the final master plan and cost estimates. Mr. Cordle introduced Mr. Samhammer who spoke to desired amenities for the bike park and benefit to the community. Commissioner's asked questions and discussed topics listed in AIC that are based on community input and amenities at nearby parks.

50.1 Spring/Summer Programs and Services Guide – Mr. Nyberg highlighted some of the programs and services for this season.

60. Committee, Sub-Committee and Affiliate Reports

60.1 Tree Committee – Mr. Ratty advised Arbor Day event went well, they're working on street tree inventory and the Jefferson Elementary tree nursery.

Parks and Recreation Commission Minutes

60.2 Prescott Park- Ms. Cox advised the ADA parking lot project is underway. Staff is working on a local government grant

60.3 Bear Creek Greenway Joint Powers Board - None

60.4 Medford Parks and Recreation Foundation - None

70. Staff Reports

70.1 CAPRA Re-Accreditation Update – Mr. Rosenthal stated CAPRA review was completed last week and we are being recommended for re-accreditation.

70.2 Park System Update – Mr. Rosenthal stated Council approved the contract for new restroom at Bear Creek Park; the Alba Park Gazebo demo has been delayed and staff will be putting out an RFP to see if anyone wants the gazebo and will take it away.

70.3 Rogue Credit Union Community Complex Update – Mr. Rosenthal advised there is a lot of activity happening onsite including foundation work. The above ground work will start in June.

80. Commissioner Remarks

Ms. Stephens asked about the public comment process and whether the Commission should respond. Commissioners discussed the R. V. Timbers situation and whether the City can/should get involved. Mr. Rosenthal advised we could invite the DEI commission to a future meeting or staff could consult with Legal re: Field Use Agreements. The Commission could vote for any particular item to be added to an agenda.

90. Adjournment

Meeting adjourned at 7:30 pm

Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.



**PARKS & RECREATION COMMISSION
AGENDA ITEM COMMENTARY**

AGENDA SECTION: New/Continued Business

MEETING DATE: May 24, 2022

PHONE: (541) 774-2483

STAFF CONTACT: Rich Rosenthal, Director

SUMMARY AND BACKGROUND

[Action Item] The Commission is asked to review and approve the Park and Facility Fee Reduction Request Form as part of the Department's fee-waiver process.

PREVIOUS ACTIONS

On October 26, 2021 the Commission received a verbal request from Masao Williams requesting that the park rental fees be waived for community concerts he would like to host.

On January 25, 2022, the Commission received a verbal request from Oregon Honey and Mead Festival organizer Sharon Schmidt, requesting that the park rental fees be waived for her event.

On February 22, 2022, the Commission received a verbal request from Gems 4H Club, requesting that the park rental fees be waived for their Easter Egg Hunt fundraiser.

On February 22, 2022, the Commission received a verbal request from John Gill requesting that court rental fees be waived/reduced for a pickleball fundraiser.

On March 22, 2022, Commissioner Cabler requested the Commission discuss a possible fee waiver procedure document.

ANALYSIS

Due to the increased number of rental fee waiver requests received by the Department in recent months, staff developed the Park and Facility Fee Reduction Request Form. The form augments the Department's standard operating procedure for customer fee waiver request has been denied by the Department Director, and if they wish to appeal the decision that pertains to Commission-approved Park Use Regulations and the fees contained therein.

The form would be completed by customers as part of an agenda item commentary that would be placed on a Commission regular meeting agenda for consideration. The form is designed to collect pertinent information needed for the Commission to make an expeditious and informed decision on whether to waive or reduce fees. The form would be accompanied by an agenda item commentary from staff explaining the reasons why the Department denied the request, and other considerations or options.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Fee amounts vary depending on applicable park or facility use fees and any additional costs related to the event.



**PARKS & RECREATION COMMISSION
AGENDA ITEM COMMENTARY**

TIMING ISSUES

None

OPTIONS

Approve the Park and Facility Fee Reduction Request Form.

Recommend changes to the Park and Facility Fee Reduction Request Form.

STAFF RECOMMENDATION

Staff recommends approval of the Form.

SUGGESTED MOTION

I move approval of the Park and Facility Fee Reduction Request Form.

EXHIBITS

Park and Facility Fee Reduction Request Form



___ Non-Profit Organization
___ For-Profit Organization

PARK & FACILITY FEE REDUCTION REQUEST FORM

ORGANIZATION NAME: _____ CONTACT PERSON: _____

PHONE #: _____ EMAIL: _____

EVENT NAME: _____

EVENT DESCRIPTION, PURPOSE AND BUDGET: (provide additional pages if necessary) _____

EVENT DATE: _____ EVENT LOCATION: _____

FEE REDUCTION AMOUNT REQUESTED: _____

REASON FOR REDUCTION REQUEST: _____

LIST VENDORS IF APPLICABLE: _____

VENDOR FEE IF APPLICABLE: \$ _____ ADMISSION FEE IF APPLICABLE: \$ _____

SIGNATURE: _____ DATE: _____

Submit completed form at least 2 weeks prior to event to parks@cityofmedford.org or to the Santo Community Center, 701 N Columbus Ave Medford, OR 97501. Include a copy of Special Event Permit Application and City of Medford Business License if applicable. Applicant may be required to attend a Parks & Recreation Commission meeting to present the request and answer questions.

INTERNAL USE ONLY:

PARK RENTAL FEE \$ _____ OTHER FEES \$ _____ CITY OR DEPARTMENT COSTS RELATED TO EVENT: \$ _____

OTHER CITY REQUIREMENTS: _____

COMMISSION MEETING DATE: _____ REQUEST APPROVED / DISAPPROVED REDUCTION AMOUNT APPROVED: \$ _____

COMMISSION COMMENTS/REQUIREMENTS: _____



Parks, Recreation and Facilities Standard Operating Procedure

Policy Number:

Pages: 1 of 1

Subject Area: Customer Service

Date of Issue: 9/1/21

Revised:

Title: Fee Waiver Policy

Authorization:

Department Director

Date: 9-2-21

Assistant Director

Date: 9-2-21

Background

This policy clarifies circumstances in which Department staff may authorize fee reductions, discounts or waivers.

Guidelines

The following rationale may be used to justify an adjustment in fees and charges that are established in Park Use Regulations, or listed in the programs and services guide:

- As a way to partner, support or assist an individual, business, community group or non-profit organization conducting an event or activity that helps the Department achieve its Leisure Services Plan goal(s) or biennial goals. (Director authorizes.)
- A tactic to diffuse a customer relations issue in which there was a mistake or oversight. (Director, Assistant Director, Superintendents, Supervisors or Office Administrator may authorize.)
- A strategy that would allow a class or program to proceed with the minimum number of participants. (Recreation Supervisors may authorize.)
- For a multi-child/family class discount so long as direct overhead costs are covered. (Recreation Superintendent may authorize.)
- To assist a Department employee as a way to augment their productivity. (Director authorizes.)

- As a strategy to help attract tournaments or events to Medford that would generate substantial economic impact to the community. (Director authorizes.)

Authorizations should be communicated via email and attached to the account transaction in Perfect Mind.



AGENDA ITEM COMMENTARY

DEPARTMENT: Parks, Recreation, Facilities
PHONE: (541) 774-2483
STAFF CONTACT: Haley Cox, Parks Planner

AGENDA SECTION: New Business
MEETING DATE: May 24, 2022

SUMMARY AND BACKGROUND

[Action item] The Commission is asked to review and approve a revision to the 2006 Midway Park Master Plan.

PREVIOUS ACTIONS

March 2020 – Commission approved incorporation of a bike skills park into the updated Midway Park Master Plan.

March 2022 - Commission conducts study session pertaining to disc golf feasibility at six park properties, including Midway Park.

April 2022 - Commission reviews draft Midway Park Master Plan revision.

ANALYSIS

Department and staff and the Commission have been working on a revision to the 2006 Midway Park Master Plan since March 2020. This initiative, which is also a City Council biennial goal in the Public Infrastructure category, will assist the City in refining cost estimates and potential funding sources needed to build the 33-acre park property along the Bear Creek Greenway at the terminus of Midway Road in northwest Medford near Railroad Park.

The 2006 master plan outlined the Department's intentions for a neighborhood park on approximately four acres on the Midway Road side of the property. The Plan did not incorporate specifics for the remainder of the property that is bisected by the Greenway and by Bear Creek.

In March 2020, the Commission approved working with the Rogue Valley Mountain Bike Association to incorporate a conceptual bike skills park within the Midway Park master plan. The Department then hosted a community meeting and an online survey to gain public input on the overall master plan update in Fall 2021. The Department received over 400 survey responses.

In January 2022, the Department was directed by the City Council to conduct a disc golf course feasibility study, and the Commission held a study session to gain public input for the study on March 29, 2022. The currently undeveloped Midway Park property received strong support from the local disc golf community.

Based on the robust public input and Commission feedback, staff has included the following elements in the proposed 2022 Midway Park Master Plan:

- New parking area off Midway Road
- New restroom facility



AGENDA ITEM COMMENTARY

- Playground
- Picnic shelter
- Dog off-leash area
- Walking paths
- Security lighting
- Progressive bike park, including skills trails, dirt jumps, slopestyle trails, and pump track
- Disc golf course

Approval of a master plan revision is one of several steps necessary to build a park. If the master plan revision is approved, staff will then proceed with further design, engineering, and solicitation of grant funding to help the City proceed toward park development. There is no timeframe for construction of the park although it is a recommended capital improvement project in the current Leisure Services Plan.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

Park development funding is not currently available. Staff has applied for grant funding and expects to include this project in future budget cycles.

TIMING ISSUES

None

COMMISSION OPTIONS

Discuss master plan proposal.

STAFF RECOMMENDATION

Adopt master plan.

SUGGESTED MOTION

Parks Commission moves to adopt the proposed 2022 Midway Park Master Plan Concept.

EXHIBITS

2022 Midway Park Master Plan Concept

DIRT JUMPS

MOUNTAIN BIKE & HORIZONTAL FOCUSED
SERIES OF TABLETOP JUMPS WHICH PROGRESSIVELY
INCREASE IN SIZE
BEGINNER TO
ADVANCED RIDERS



PUMP TRACK

INTERCONNECTED LOOPS OF ROLLERS AND BENS
RIDERS BUILD AND SUSTAIN MOMENTUM BY PUMPING
BIKE
ALL-WEATHER
ASPHALT SURFACE



SKILLS TRAILS

LEARNING FOCUSED
WOOD BRIDGES, ROCK & TECHNICAL RIDING
FEATURES
PROGRESSION FOCUS
IN A SAFE, ORGANIZED
SPACE



SLOPESTYLE

BEGINNER TO ADVANCED
PACKED WITH RIDING FEATURES
JUMPS
WALL RIDES
DROPS
WOOD BRIDGES
BIG MOUNTAIN
RIDING FEEL



LEGEND

- TREE
- BOULDER
- SHADE SHAIR
- ROLLER
- SMALL TABLETOP JUMP
- MEDIUM TABLETOP JUMP
- LARGE TABLETOP JUMP
- LARGE GAP JUMP
- WOOD BRIDGE OR RAMP FEATURE
- LONG RAMP FEATURE
- DIRT JUMP GAP
- DIRT TRAIL
- ADVANCED TRAIL
- INTERMEDIATE TRAIL
- BEGINNER TRAIL
- CLIMB / RAMP / PATH



CITY PARK AREA WILL INCLUDE NEIGHBORHOOD ELEMENTS
COVERED PICNIC AREA WITH TABLES AND BENCHES



PLAY AREA
DISC GOLF
DOG PARK
RESTROOMS

Copyright © 2021
All plans, designs, arrangements and
plans submitted or represented by this
drawing are owned by, and the property
of Trail Labs Co. and were created,
engineered and developed for use by, and
in conjunction with, the specific project.
None of such plans, designs,
arrangements or plans shall be used
by, or disclosed to any person, firm or
corporation for any purpose whatsoever
without the written permission of
Trail Labs Co.

TRAIL LABS CO

REVISIONS	
DESC.	DATE
BY & PARK ZONES	07.21
PARK ADDITIONS	08.22
ROUNDABOUT	08.22

MEDFORD
PARKS, RECREATION AND FACILITIES

RVMBA
RURAL VILLAGE MASTER PLANNING & DESIGN

MIDWAY PARK

MASTER PLAN CONCEPT

DESIGNED BY:
A. PELLKOFER
DRAWN BY:
A. PELLKOFER
REVIEWED BY:

DATE: 08.18.21

SHEET NO.

A/

SHEET OF

1/1

